

# Monthly Counselor Reports

Each club is required to submit a monthly contact report with your inbound student(s). This can be done either on the YEAH Portal or on the YEAH HUB.

This report can be completed by any vetted Rotarian, but is usually submitted by either the club YEO or the club Counselor.

Some misunderstanding is that the same person has to have contact with both the student and the Host Family or that only the counselor can do this report; but this is not accurate. Only one Rotarian can submit the report but they can gather the information from their team.

So, let's take a look at the form first:

Is above host family correct?

If not, enter name of current host family:

School Attending:

Is above school correct?

If not, select student's current school:

Date of Contact with Student:

How was the student contacted?

Who contacted the student?

Date of Contact with Host Family:

How was the host family contacted?

Who contacted the host family?

**Please provide your evaluation for each of the following:**

Relationship with Host Family:

Language Skills:

Academics:

School Involvement:

Club Involvement:

Overall Happiness:

Use the following space to add comments, including any situations that merit further attention (required).

Name of person submitting this report:

E-mail address of submitter:

Phone number of submitter:

Check this box for an e-mailed copy of the report:

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Answer the questions as to who, when and how contact was made with the student and the host family, provide your evaluation for each of the topics; in the comment section here are some strongly encouraged suggestions:

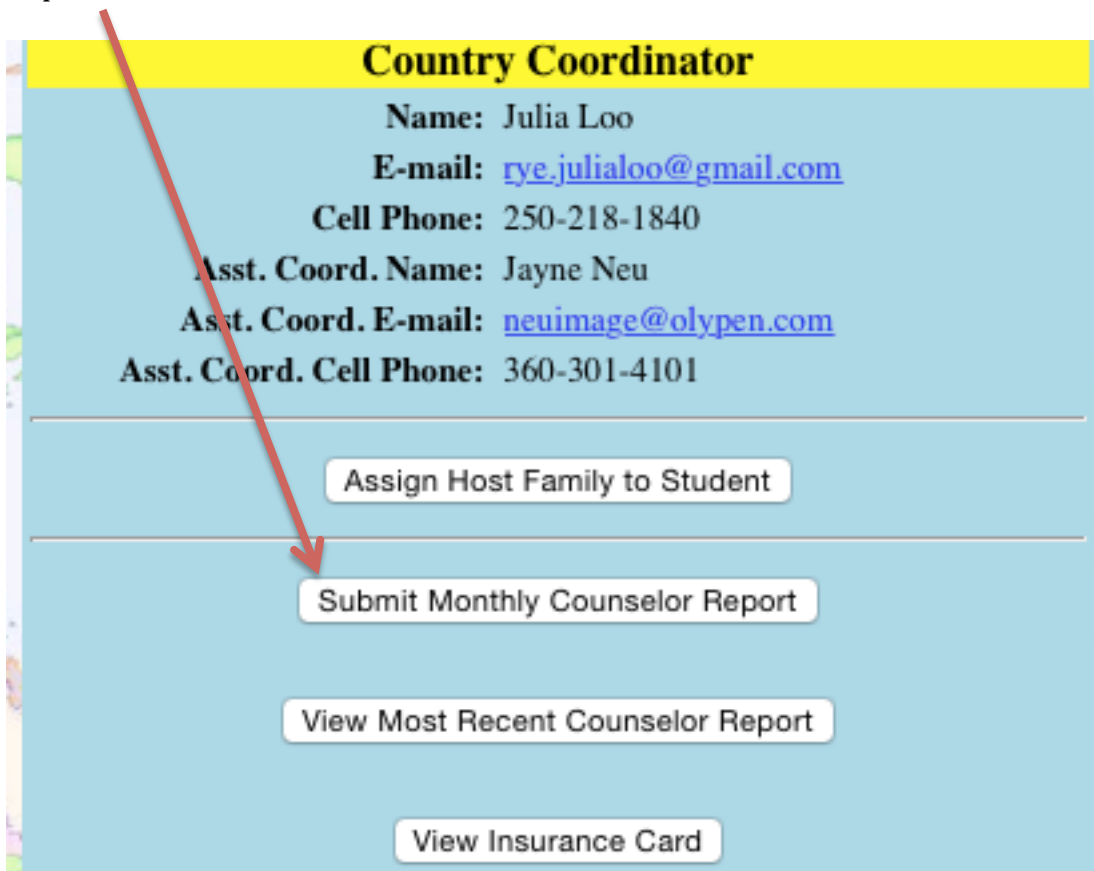
- Expand on at least three of the check boxes listed in the monthly report. Some suggested ideas are not only school work, but clubs, friends (US/Canadian as well as other foreign exchange students); things they have done with other Rotarians or things they mention in their routine reports made at club meetings; how often do they have contact with family back home (this should not be routine) and challenges they are facing.
- Change the topic areas each month, unless there is an ongoing concern that you are working to problem solve. Note any resolutions to problems.
- Consider 50 words as a minimum kind of response.

When you are done; hit submit.

Where to find this report?

Let's Look at the YEAH Portal:

Sign in to the Portal using your usual log in procedure; select your inbound student; at the bottom of the form you will see where you can submit a Monthly Counselor's Report



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[Assign Host Family to Student](#)

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[Submit Monthly Counselor Report](#)

[View Most Recent Counselor Report](#)

[View Insurance Card](#)

Once you select this; the online form will pop up, you can answer the questions just as shown above and hit submit.

## Now the YEAH HUB

Sign into the HUB using your usual log in credentials; Find your inbound student and go to the last tab: the Processing Tab:

Select Enter Monthly Report

**Monthly Reports**

August:  
September:  
October:  
November:  
December:  
January:  
February:  
March:  
April:  
May:  
June:  
July:

[Enter a Monthly Report](#)

Edit Save Exit

Fill in the information requested.

### This is very important!

You must use a contact date for BOTH the Student and the Family for the month you are entering the report for or IT WILL NOT RECORD PROPERLY!

Also: There can always be more than one report a month, but never less.